

CALIFORNIA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PLANNING GRANTS
APPLICATION PACKAGE
FISCAL YEAR 2003-2004



Application Deadline
November 1, 2002
5:00 pm *

CONTENTS:

- Grant Program Description..... Page 1
- Grant Program Summary Chart..... Page 2

Grant Programs:

- Environmental Justice: Context-Sensitive Planning.....Page 3
- Community-Based Transportation Planning Page 5
- Partnership Planning..... Page 7
- Statewide Planning Studies Page 8
- Transit Technical Planning Assistance..... Page 9
- Transit Professional Development..... Page 10

General Information:

- Federal Emphasis Areas and Caltrans Mission and Goals Page 11
- General Information and Requirements Page 12

Grant Application and Related Information:

- Grant Application Cover Sheet..... Page 14
- Grant Proposal Criteria..... Page 15
- Proposal Schedule and Funding Chart Sample..... Page 16
- Grant Proposal Checklist..... Page 17
- Department of Transportation District Boundaries Page 18
- Department of Transportation District Planning Contact List.....Page 19

* Completed applications will be accepted at the Caltrans District Planning offices listed on pages 19-21.

Grant Program Description

The California Department of Transportation, Division of Transportation Planning (DOTP) invites applications for Fiscal Year (FY) 2003/04 (July 1, 2003 - June 30, 2004) Transportation Planning Grants. The funds available through the six different grant programs identified in this application package may be used for a wide range of transportation planning applications.

INTRODUCTION

The California Department of Transportation (Caltrans), provides one-time transportation planning grants for:

- Environmental Justice: Context-Sensitive Planning
- Community-Based Transportation Planning
- Partnership Planning
- Statewide Transit Planning Studies
- Transit Technical Assistance
- Transit Professional Development

Projects are typically one year but the proposal may be scoped for a two-year timeline. The results of the studies or projects are intended to lead to the planning, programming and implementation of transportation projects that improve public participation, promote context sensitive planning, reduce congestion, and improve mobility.

These six grants have different eligibility and matching requirements. There is no restriction on how many projects can be submitted by any one entity per application period. The same project may not receive FY 2003/04 funding from more than one planning grant program administered by Caltrans. Do not submit an application for the same project to more than one grant program. For the benefit of the applicant, Caltrans may refer the proposed project to a different grant program if the proposal is better suited for a different type of funding.

An estimated \$8.5 million in grants will be available for FY 2003/04 (see chart on page 2). **This amount is pending approval of the final State budget.** If the final State budget for FY 2003/04 does not have funding for these grant programs, applications may be held for possible funding in FY 2004/05.

This application package is located on the Caltrans Division of Transportation Planning website at:

<http://www.dot.ca.gov/hq/tpp/grants.htm>

The following page summarizes each of the Transportation Planning Grant programs.

Transportation Planning Grant Summary Chart

GRANT	FUND SOURCE	PURPOSE	ELIGIBILITY	LOCAL MATCH
Environmental Justice: Context-Sensitive Planning	Local Assistance Funding Budget: State funds \$3,000,000 Grant Cap: \$300,000	Fund projects to promote public participation and context-sensitive planning to improve mobility, access, equity and quality of life for under-served communities.	<u>Metropolitan planning agencies (MPOs)/regional transportation planning agencies (RTPAs)/ Native American Tribal Governments/cities/counties/public entities/Community-Based Organizations* (CBOs) as applicant or sub-recipient.</u> The following may submit proposals only as sub-recipients: private universities and private-sector entities.	Local contribution (non-State and non-Federal funds) of 10% of the requested grant amount is required (in-kind contribution maximum is 5%).
Community-Based Transportation Planning	Local Assistance Funding Budget: State funds \$3,000,000 Grant Cap: \$300,000	Fund transportation/land use planning projects that support livable community concepts.	<u>MPOs/RTPAs/ Native American Tribal Governments/ cities/counties/ public entities/CBOs as applicant or sub-recipient.</u> The following may submit proposals only as sub-recipients: private universities and private-sector entities.	Local contribution (non-State and non-Federal funds) of 20% of the requested grant amount is required as in-kind or funding.
Partnership Planning	FHWA State Planning and Research Budget: Federal funds \$847,700 Grant Cap: \$300,000	Fund transportation planning studies of multi-regional and statewide significance	<u>MPOs/RTPAs as applicants.</u> Projects are to be performed jointly with Caltrans staff. The following may submit proposals only as sub-recipients: Native American Tribal Governments/cities/counties/CBOs/and public entities.	20% non-Federal funds. Additional non-Federal participation desired.
Statewide Transit Planning Studies	FTA Section 5313(b) Budget: Federal funds \$878,800 Grant Cap: \$300,000	Fund studies on transit issues having statewide or multi-regional significance to assist in reducing urban transportation needs and improving transit service.	<u>MPOs/RTPAs as applicants.</u> The following may submit proposals only as sub-recipients: Native American Tribal Governments/ cities/counties/CBOs/and public entities.	11.47% non-Federal funds
Transit Technical Planning Assistance	FTA Section 5313(b) Budget: Federal funds \$478,800 Grant Cap: \$80,000	Fund public and intermodal transportation planning studies in rural transit areas of California (transit service area of 50,000 or less).	<u>MPOs/RTPAs as applicants.</u> The following may submit proposals only as sub-recipients: Native American Tribal Governments/cities/counties/CBOs/and public entities.	11.47% non-Federal funds
Transit Professionals Development	FTA Section 5313(b) Budget: Federal funds \$300,000 Grant Cap: \$50,000	Fund training and development of transit planning professionals and students.	<u>MPOs/RTPAs as applicants.</u> The following may only submit proposals as sub-recipients: Native American Tribal Governments/ cities/counties/CBOs/and public entities.	11.47% non-Federal funds

*Community-Based Organization (CBO) is a non-governmental organized to work together on a community-based issues, need or problem; can be or become a non-profit corporation (501.C.3) to receive funding from various sources.

Environmental Justice: Context-Sensitive Planning

PURPOSE

The purpose of the Environmental Justice Grants is to promote more public involvement by diverse and under-served communities in the planning for transportation projects to prevent or mitigate disproportionate, negative impacts of plans and projects while improving their mobility, access, equity, and quality of life.

GRANT SPECIFIC OBJECTIVE

Proposed projects should have a clear focus on transportation and community development issues that address the interests of low-income, minority, Native American, and other under-represented communities.

EXAMPLES OF PROJECT TYPES

- Identifying and addressing transportation needs for the community;
- Identifying and involving under-represented groups in planning and project development;
- Improving demographic and socioeconomic analysis to identify emerging communities;
- Planning and safety improvements for pedestrians and bicycles;
- Feasibility studies for transportation improvements;
- Community revitalization and economic development with a transportation component;
- Improving cooperation in community development between public agencies and communities;
- Developing guidelines and supporting information for Environmental Justice element of General Plan;
- Assessing impacts of transportation plans and projects on the community;
- Bilingual services for hearings, workshops, and promotion of transportation services;
- Private Sector partnerships and foundation investment to enhance mobility and economic vitality;
- Promoting advanced transportation technology and energy efficiency in communities;
- Community-based design and public art associated with transportation facilities and right of way;
- Transportation projects with community health benefits;
- Improving access to telecommunication and internet where transportation benefit is demonstrated;
- Transportation and land use projects in central and inner cities and older suburbs;
- Transportation projects in underdeveloped rural and agricultural areas;
- In-fill development and brown field redevelopment with a transportation benefit for low-income and minority communities;
- Context-Sensitive Planning for port or airport expansions; and
- Planning for improved transportation in low-income communities that also enhances the business climate.

ELIGIBILITY

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), Native American Tribal Governments, Community-Based Organizations (CBOs), public entities (public universities, public transit agencies, local transportation commissions, port authorities, airport commissions and similar entities) may apply for a grant independently as an applicant. The following may submit proposals only as sub-recipients and must have an MPO, RTPA, city or county as the applicant: private universities, private-sector entities.

Environmental Justice: Context-Sensitive Planning (continued)

OTHER REQUIREMENTS

Any organization new to contracting with the Department will be subject to a pre-award audit prior to the execution of any contract to ensure accounting, staffing and management systems that are capable of managing public funds properly. If an organization is unable to meet those standards, they must work with a city, county, MPO or RTPA as the grant applicant.

All organizations, regardless of contracting experience, must clearly demonstrate how they plan to work with a city, county or regional transportation planning agency to ensure there is necessary dialogue for the project to be successful with a high likelihood of future implementation. Funds awarded to cities, counties, Native American Tribal Governments, Community-Based Organizations and public entities should be included as an informational item in the appropriate MPO or RTPA OWP.

Public entities that apply independently must disclose their status and authority together with a copy of the document empowering ordinance and statutes that certifies they are a public entity.

Prior to contracting, funds awarded to cities, counties, or public entities require a local resolution from their governing body. Local resolutions will be required only if a grant is awarded.

FUNDING

An estimated \$3,000,000 will be available in FY 2003/04 (pending State budget approval). Funding for this program requires a maximum of 90 percent State grant funds (cannot exceed \$300,000) and a minimum 10 percent of the grant amount requested as local contribution (up to 5 percent can be an in-kind contribution).

Community-Based Transportation Planning

PURPOSE

The purpose of the Community-Based Transportation Planning Grant Program is to fund coordinated transportation and land use planning projects that have statewide or multi-regional significance, and encourage community involvement and partnership. Projects should support commonly understood livable community concepts (see project types), and promote community identity and quality of life.

GRANT SPECIFIC OBJECTIVES

- Supports commonly understood livable community concepts (see project types);
- Addresses a deficiency, conflict, or opportunity in coordinating land use and transportation;
- Pertains to a study area where remedies to deficiencies in balanced, multi-modal transportation planning will provide significant community benefit;
- Leverages resources that may result in future improvements;
- Supports an increase in residential development or rehabilitation capacity, revitalization of an area including residential uses, or improvement of transportation service that would benefit residential uses;
- Includes identifiable and likely synergistic effects (i.e. provision of any single benefit will likely induce additional benefits); and
- Should be innovative and stress community-based “grassroots” involvement.

PROJECT TYPES

Projects should involve conceptual-level planning and design activities that promote one or more of the following commonly understood livable community concepts:

- Long-term sustainable community/economic development;
- Improved mobility and transportation choices for a wider range of users;
- Increased transit oriented development or “transit villages”;
- Mixed-use development;
- Context sensitive streetscapes;
- Safe and complete pedestrian/bicycle/transit linkages;
- Jobs and affordable housing balance; and/or;
- Re-use or infill/compact development.

ELIGIBILITY

Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), cities, counties, Native American Tribal Governments, Community-Based Organizations (CBOs), public entities (public universities, public transit agencies, local transportation commissions, port authorities, airport commissions and similar entities) may apply for a grant independently as an applicant. The following may submit proposals only as sub-recipients and must have an MPO, RTPA, city or county as the applicant: private universities, private-sector entities.

FUNDING

An estimated \$3,000,000 will be available in FY 2003/04 (pending State budget approval). Funding for this program requires a maximum of 80 percent State grant funds (cannot exceed \$300,000) and a minimum 20 percent of the grant amount requested as local contribution.

Community-Based Transportation Planning (continued)

OTHER REQUIREMENTS

Any organization new to contracting with the Department will be subject to a pre-award audit prior to the execution of any contract to ensure accounting, staffing and management systems that are capable of managing public funds properly. If an organization is unable to meet those standards, they must work with a city, county, MPO or RTPA as the grant applicant.

All organizations, regardless of contracting experience, must clearly demonstrate how they plan to work with a city, county or regional transportation planning agency to ensure there is necessary dialogue for the project to be successful with a high likelihood of future implementation. Funds awarded to cities, counties, Native American Tribal Governments, Community-Based Organizations and public entities should be included as an informational item in the appropriate MPO or RTPA OWP.

Public entities that apply independently must disclose their status and authority together with a copy of the document empowering ordinance and statutes that certifies they are a public entity.

Prior to contracting, funds awarded to cities, counties, or public entities require a local resolution from their governing body. Local resolutions will be required only if a grant is awarded.

Partnership Planning

PURPOSE

The Federal Highway Administration (FHWA) has authorized Caltrans to allocate these grant funds. The Partnership Planning Element requires Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) to jointly perform transportation planning studies with Caltrans that have a statewide benefit and/or multi-regional significance. The anticipated benefits of the proposal must result in improvements to the State or regional transportation system. These benefits may include: (1) Improved public involvement and consensus efforts including government-to-government relations; (2) Enhanced ability to plan or operate, collect data on, and provide information about State, regional or local transportation systems; and (3) Improved ability to plan and implement transportation services, systems and projects.

GRANT SPECIFIC OBJECTIVES

- Projects are transportation planning studies having statewide benefit and/or multi-regional significance jointly performed by MPOs, RTPAs, and Caltrans.
- The project must result in improvements to the State or regional transportation system.
- Results in improvements to public involvement and consensus efforts including government-to-government relations.

PROJECT TYPES

Regional transportation planning studies with a statewide or multi-regional perspective and benefit; corridor studies and corridor preservation studies; projects that evaluate transportation issues involving international borders, seaports, airports, intermodal facilities, freight hubs, and recreational sites; and studies that identify regional and/or statewide mobility and access needs.

ELIGIBILITY

MPOs and RTPAs are eligible to submit applications for this grant program. Projects are to be performed jointly with Caltrans staff. Cities, counties, Native American Tribal Governments, Community-Based Organizations (CBOs), public entities (universities, public transit agencies, local transportation commissions, port authorities, airport commissions and similar entities) may apply for a grant as a sub-recipient.

FUNDING

Approximately \$847,700 will be available in FY 2003/04. The maximum amount per grant cannot exceed \$300,000. The matching basis for this program is 80 percent Federal funds and 20 percent non-Federal local match.

Statewide Transit Planning Studies

PURPOSE

The Federal Transit Administration (FTA) has authorized Caltrans to award grants to Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) for the development of studies on transit issues having statewide or multi-regional significance to assist in reducing urban transportation needs and/or improving transit service.

GRANT SPECIFIC OBJECTIVES

- Project is a transit study that has statewide or multi-regional significance to assist in reducing urban transportation needs and improving transit service; and
- Reflects a critical need, e.g., improved public involvement, improved government-to-government relations, and enhanced ability to plan and implement State, regional, or local transportation services and projects.

PROJECT TYPES

Some examples of appropriate uses for Statewide Transit Planning Studies include: Statewide transit planning surveys and research, GIS development, transit planning handbook/procedures development for transportation planning agencies, identification of policies, strategies, and programs to preserve transportation facilities and optimize transportation infrastructure utility, transit related smart growth studies, and development of transit planning and travel forecasting tools and models.

ELIGIBILITY

MPOs and RTPAs are eligible to submit applications for this grant program. Cities, counties, Native American Tribal Governments, Community-Based Organizations (CBOs), public entities (public universities, public transit agencies, local transportation commissions, port authorities, airport commissions and similar entities) may apply for a grant as a sub-recipient.

FUNDING

An estimated \$880,000 will be available in FY 2003/04. The maximum amount per grant cannot exceed \$300,000. The matching basis for this program is 88.53 percent Federal funds and 11.47 percent non-Federal match.

Transit Technical Planning Assistance

PURPOSE

The Federal Transit Administration (FTA) has authorized Caltrans to award grants to Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) for the preparation of public transit and/or intermodal transportation planning projects showing benefit to the rural transit service areas of California (population 50,000 and under).

GRANT SPECIFIC OBJECTIVES

- Project is a public or intermodal transportation planning study in rural and small urban transit service areas (defined as transit service areas up to 50,000 population per the last census);
- The project should identify the mobility and access needs of a community and provide an assessment of its transit system's continuity within and between areas and regions; and
- Results in public involvement/consensus building in the transportation planning process.

PROJECT TYPES

Some examples of appropriate uses for Transit Technical Planning Assistance grants include: Short-Range Transit Development Plans, Transit Marketing Plans, Site Selection Studies, Transit Service Implementation Plans, Ridership Surveys, Social Service Improvement Studies, Transit Coordination Studies, and Evaluations and Analyses of public participation activities.

ELIGIBILITY

MPOs and RTPAs are eligible to submit applications for this grant program. Cities, counties, Native American Tribal Governments, Community-Based Organizations (CBOs), public entities (public universities, public transit agencies, local transportation commissions, port authorities, airport commissions and similar entities) may apply for a grant as a sub-recipient.

FUNDING:

An estimated \$480,000 will be available in FY 2003/04. The maximum amount per grant cannot exceed \$80,000. The matching basis for this program is 88.53 percent Federal funds and 11.47 percent non-Federal match.

Transit Professional Development

PURPOSE

The Federal Transit Administration (FTA) has authorized Caltrans to award grants to Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) for training of transit planning professionals and student internships. A public or private training entity with expertise in the public transportation industry shall provide employee training (not by in-house staff).

GRANT SPECIFIC OBJECTIVES

- Results in increased efficiency, increased use, and expansion of rural and small urban public transit systems;
- Project will fund training and development of transit planning professionals and/or provide for student internships in a public transportation agency; A public or private training entity with expertise in the public transportation industry shall provide employee training (not by in-house staff); and
- Result in increased efficiency and further the resolution of problems confronting public transportation as it relates to the education of current and future employees.

PROJECT TYPES

Some examples of appropriate uses for Transit Professionals Development grants include: Transit Safety and Management Classes, Transportation Planning Workshops, Internships for University Students, Transit Information Guidebooks and Training Manuals, and “Train the Trainer” Classes.

ELIGIBILITY

MPOs and RTPAs are eligible to submit applications for this grant program. Cities, counties, Native American Tribal Governments, Community-Based Organizations (CBOs), public entities (public universities, public transit agencies, local transportation commissions, port authorities, airport commissions and similar entities) may apply for a grant as a sub-recipient.

FUNDING

An estimated \$300,000 will be available in FY 2003/04. The maximum amount per grant cannot exceed \$50,000. The matching basis for this program is 88.53 percent Federal funds and 11.47 percent non-Federal match.

Federal Emphasis Areas and Caltrans Mission and Goals

Project proposals should take into consideration the following general criteria:

FEDERAL PLANNING EMPHASIS AREAS

- Safety and security in the transportation planning process;
- Integrated planning and environmental processes;
- Consideration of management and operations within planning processes;
- Consultation with local officials; and
- Enhancing the technical capacity of planning processes.

CALTRANS MISSION

Caltrans improves mobility across California.

CALTRANS GOALS

The California Department of Transportation strives to be the highest performing transportation agency in the country. In pursuit of our mission, we continue to build a talented and diverse team and to strengthen ties with our partners. To keep California moving, we commit ourselves to these goals:

- **SAFETY** – Achieve the best safety record in the nation
- **RELIABILITY** – Reduce traveler delays due to roadwork and incidents
- **PERFORMANCE** – Deliver record levels of transportation system improvements
- **FLEXIBILITY** – Make transit a more practical travel option
- **PRODUCTIVITY** – Improve the efficiency of the transportation system

General Information and Requirements

APPLICATION PROCEDURE

Applications must be signed, received with all documents no later than 5:00 pm on Friday, November 1, 2002, at the appropriate Caltrans District Office (see pages 18-20).

Caltrans district staff is available to help interested groups complete their applications and submit them by the November 1, 2002 due date. Applicants are strongly encouraged to read the application requirements carefully and provide a clear focus and plan in the proposal.

Timeline:

- August 2002 – Caltrans Transportation Planning Grant Application available by mail, e-mail, and website.(www.dot.ca.gov/hq/tpp/grants/htm);
- September 2002 – Grant Application workshops;
- November 1, 2002 – Final applications due to appropriate Caltrans District Planning Office;
- July 2003 – Estimated time of grant award announcements (pending budget approval).

LIST OF STATE SENATORS AND STATE ASSEMBLY MEMBERS

A list of all the State Senators and State Assembly Members within the project study area must be identified by district and included within the grant application.

FINANCIAL REQUIREMENTS

Administrative costs for these projects must not exceed 15 percent. Administrative costs are generally defined as grant administration, office supplies, telephone bills, reproduction, and rent. Grant funding is provided in arrears with reimbursement occurring no more frequently than monthly. The applicant must pay its sub-recipient and named subcontractors prior to requesting reimbursement from Caltrans. Local match must be provided on a proportional basis coinciding with invoicing frequency. Sources for local match can include local sales tax, special bond measures, private-sector donations, private foundations, etc.

Environmental Justice and Community-Based Transportation grants allow for in-kind contributions as a portion of the local match. The following are examples of in-kind contributions: printing, facilities, interpreters, equipment, advertising, staff time, etc.

INELIGIBLE PROJECTS

Environmental studies, plans or documents normally required for project development under National Environmental Policy Act (Environmental Impact Statement) and or California Environmental Quality Act (Environmental Impact Report), and final design or engineering qualified work are not eligible for these grants. Actual construction and procurement of equipment or materials, such as building a facility or purchasing vehicles and computers, are not eligible for these grants.

Note: Conceptual renderings and drawings of projects, such as might be gained from community meetings or focus groups, are permissible under these grants.

OWNERSHIP

Any technologies or inventions that may result from the use of these grants are in the public domain and may not be copyrighted, sold, or used exclusively by any business, organization, or agency. The awarding agency reserves a royalty-free nonexclusive and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for government purposes.

General Information and Requirements (continued)

OVERALL WORK PROGRAM AND LOCAL RESOLUTION REQUIREMENT

Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) must include their own awarded projects in their Overall Work Program (OWP). Environmental Justice and Community-Based Transportation Planning funds awarded to cities, counties, Native American Tribal Governments, Community-Based Organizations and public entities should be included as an informational item in the appropriate MPO or RTPA OWP.

PRE-AWARD AUDIT

Grants in excess of \$250,000 require a pre-award audit. Pre-award audit may delay project implementation. For more information see Caltrans Local Programs Procedures (LPP) 00-05 “Pre-Award Audit Requirements and Consultant Procurement” dated December 15, 2000. Any organization that is new to contracting with the Department will be subject to a pre-award audit prior to the execution of any contract to ensure their accounting, staffing and management systems are capable of managing public funds.

<http://www.dot.ca.gov/hq/LocalPrograms/lpp/LPP00-05.pdf>

SUBCONTRACTING

See 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. When sub-recipients are included on the grant application, the applicant must submit a justification stating why the sub-recipient is best qualified to perform the specified elements of the project.

TITLE VI NONDISCRIMINATION REQUIREMENT

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically Title VI provides the following:

No person in the United States shall, on the ground of race, color, national origin, religion, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the Federal government.

The California Department of Transportation is responsible for complying with civil rights requirements and for monitoring compliance of any sub-recipients of funding. This is also applicable to sub-recipients of State funding. The Federal Highway Administration and the Federal Transit Administration each have requirements that recipients must demonstrate continued compliance with Title VI.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENT

Applicants for Federally funded grants must comply with Title VI Civil Rights requirements regarding Disadvantaged Business Enterprises (DBE) programs. For more information see 49 CFR Parts 23 and 26 Participation by DBE in the Department of Transportation Programs and Caltrans’ Local Assistance Procedures Manual Chapter 9 dated February 1, 1998.

<http://www.dot.ca.gov/hq/LocalPrograms/lpp/lpp01-04.pdf>

2003-2004 Transportation Planning Grant Application Cover Sheet

Five complete hard copies of the application package for FY 2003/04 Transportation Planning Grant Program must be received by **5:00 pm on Friday, November 1, 2002** at the appropriate Caltrans District Planning Office. Applicants are also required to submit an electronic file of the application package in Microsoft Word. Submit additional sub-recipients (if more than one) on a separate sheet.

General Information
Grant Program:
Project Title:
Location (county/city):

	Applicant	Sub-recipient(s)
Organization		
Contact Person		
Mailing Address		
City		
Zip Code		
E-mail		
Telephone	()	()
Fax	()	()

Funding Information	
Grant Funds Requested	\$
Local Match/In-Kind	\$
Identify Match Source	
Total Project Cost	\$
Other Funding Source	\$

To the best of my knowledge, all information contained in this proposal is true and correct.

Signature of Authorized Official (Applicant)

Print Name

Title

Date

2003-2004 Transportation Planning Grant Proposal Criteria

A broad-based selection committee comprised of Caltrans staff, other agencies, and community organizations will convene to evaluate and rank all the proposed projects based on the following questions and award criteria. The total application must not be more than 15 pages long (excluding the grant cover sheet(s) and letters of support).

The proposal must contain the following items in the proper order. The number of total points per item is identified in parentheses:

1. Completed grant application cover sheet. (page 14) **(required)**
2. A one-paragraph summary describing the project. **(required)**
3. Clearly describe the purpose and need of this project, including at a minimum **(20 points)**:
 - Description of project area
 - Project justification and benefits (including regional and interregional)
 - Overall goal of the project.
4. Scope of Work: For each task, describe the methods used, responsible party, fund source, budget, and deliverable products. Demonstrate cooperation and dialogue with local government and regional agencies to ensure planning project is successful and has a high likelihood of future implementation. Complete "Project Schedule and Funding Chart" (example on page 16). **(20 points)**
5. Describe how the project addresses grant specific objectives. See page 3 for Environmental Justice: Context-Sensitive Planning; page 5 for Community-Based Transportation Planning; page 7 for FHWA Partnership Planning; page 8 for FTA Statewide Planning Studies; page 9 for FTA Transit Technical Assistance; page 10 for FTA Transit Professional Development **(30 points)**
6. Describe the project's approach to public participation and how this project will involve the public, community-based organizations, Native American Tribal Governments, and under-represented groups, in the planning and decision-making throughout the project. Attach letters of support for the project. Such letters can come from community-based organizations, local government, service agencies, elected officials, etc. **(20 points)**
7. Describe how this project addresses the Federal Emphasis Areas and Caltrans' Mission and Goals (see page 11). **(5 points)**
8. Describe project outcomes, including at a minimum: **(5 points)**
 - Interim and final products;
 - Steps that will be taken throughout the project to ensure successful outcomes;
 - How the project uses its resources in a cost-effective manner.
9. Complete required supporting documentation, including: map of project area and Legislative Districts with names of Senator and Assembly members within project area. **(required)**

Proposal Schedule and Funding Chart

*(Proposal must contain the following elements in the following format.)
Can be more than one page (two years).*

Project Title:	System Wide Ridership Survey																	
	Fund Source						Fiscal Year 2003/2004											
TASKS	Responsible Party	Cost Total	Grant (%)	Local (%)	In-kind (%)	Other \$ (%)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Deliverable Product
RFP Consultant selection, Start-up	MTA	\$1,355	\$1,200	\$155			X											RFP & Consultant Selected
Data Collection, review existing data and documentation	Consultant	\$4,066	\$3,600	\$466														Traffic counts, accident data, ped & bicycle data
Public Workshops, Surveys	Consultant	\$10,844	\$9,600	\$1,244									X	X				Public Comments
Final Review/Final Product	Consultant	\$10,844	\$9,600	\$1,244											X	X	X	Completed Area Transportation Study
TOTALS		\$27,109																

2003/04 Transportation Planning Grant Proposal Checklist

NUMBER OF COPIES AND FORMAT

- ☐ Five (minimum one unbound) copies of each complete application package submitted on white 8 ½ x 11" paper (number each page). Applications must be no more than 15 pages long, excluding grant cover sheet(s) and letters of support.
- ☐ One electronic version in Microsoft Word format (sent via disc or CD).

PROVIDE THE INFORMATION BELOW IN THE FOLLOWING ORDER

- ☐ Completed and signed grant application cover sheet (see page 14).
- ☐ Completed 2003-2004 Transportation Planning Grant Application criteria (page 15).
- ☐ Map or photograph (8 ½ x 11") of the area where the project identified in the application will take place.
- ☐ Attach letters of support (letters must include project name).
- ☐ List all State Senators and State Assembly Members by name and District within the project area (see page 12).
- ☐ If applicable, provide a statement identifying why each sub-recipient or sub-contactor identified in proposal is uniquely qualified to assist with implementation of the project.
- ☐ Public entity justification (only for Community-Based Transportation Planning or Environmental Justice: Context Sensitive Solutions grant applications submitted by public entities independently applying for a grant).

**APPLICATION MUST BE RECEIVED BY 5:00 PM, FRIDAY
NOVEMBER 1, 2002, AT THE APPROPRIATE CALTRANS DISTRICT
PLANNING OFFICE. (SEE PAGES 18-20)**

DEPARTMENT OF TRANSPORTATION DISTRICT BOUNDARIES



Refer to this map to locate the appropriate Caltrans District Office to file your planning grant application. See names and addresses on the next page of this application



CALIFORNIA DEPARTMENT OF TRANSPORTATION DISTRICT PLANNING CONTACT LIST

Headquarters	Contact	
1120 N Street Sacramento, CA 95814 (P.O. Box 942874) 94274-0001	Environmental Justice: - Context-Sensitive Planning Reza Navai, Program Director (916) 653-3424 reza_navai@dot.ca.gov Norman Dong, Project Manager (916) 651-6889 norman_dong@dot.ca.gov Brian Abbanat, Project Assistant (916) 653-3726 brian_abbanat@dot.ca.gov	
DISTRICT 1	Contact	MPO/RTPA
1656 Union Street Eureka, CA 95501 (P.O. Box 3700) 95502	Environmental Justice Rex Jackman (707) 445-6412 FAX (707) 441-5869 Community-Based Transportation Planning Mike Eagan (707) 441-3937 FAX (707) 441-5869 FHWA Partnership Planning and FTA 5313(b) Michele Fell (707) 445-6333 FAX (707) 441-5869	Del Norte LTC Humboldt COG Lake COG Mendocino COG
DISTRICT 2	Contact	MPO/RTPA
1657 Riverside Drive Redding, CA 96001 (P.O. Box 496073) 96049-6073	Environmental Justice, Community-Based Transportation Planning, FHWA Partnership Planning and FTA 5313(b) Don Anderson (530) 225-3481 FAX (530) 225-3578	Lassen LTC Tehama LTC Modoc LTC Trinity LTC Plumas LTC Siskiyou LTC Shasta LTC
DISTRICT 3	Contact	MPO/RTPA
Sacramento Office (<i>counties: Sacramento, Sutter, Yolo, Yuba, El Dorado, Placer</i>) 2389 Gateway Oaks Drive, Suite 100 Sacramento, CA 94274-0001 Marysville Office (<i>Counties: Butte, Colusa, Glenn, Sierra, Nevada</i>) 703 B Street Marysville, CA 95901	Environmental Justice, Community-Based Transportation Planning, FHWA Partnership Planning and FTA 5313(b) Sacramento: Jeffrey Pulverman (916) 274-0638 FAX (916) 274-0648 Marysville: Bruce deTerra (530) 741-4025 FAX (916) 274-0648	Butte CAG Sierra LTC Colusa LTC Glenn LTC El Dorado LTC Nevada LTC Placer LTC Sacramento Area COG TRPA - Tahoe Basin TMPO - Tahoe Metropolitan Planning Organization

DISTRICT 4	Contact	MPO/RTPA
111 Grand Avenue Oakland, CA 94612 (P.O. Box 23660) 94623-0660	Environmental Justice Doug Sibley (510) 286-5503 FAX (510) 286-5360 Surinder Sikand (510)-286-5472 FAX (510) 286-5513 Community-Based Transportation Planning Stephen Yokoi (510) 286-5621 FAX (510) 286-5513 FHWA Partnership Planning Tim Sable (510) 286-5505 FAX (510) 286-5559 FTA 5313(b) Transit Planning Doug Sibley (510) 286-5503 FAX (510) 286-5559	Metropolitan Transportation Commission
DISTRICT 5	Contact	MPO/RTPA
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DISTRICT 7	Contact	MPO/RTPA
120 S. Spring Street Los Angeles, CA 90012-3606	Environmental Justice and Community-Based Transportation Planning Paul Perez (213) 897-1731 FAX (213) 897-1337 FHWA Partnership Planning and FTA 5313(b) David Sosa (213) 897-0409 FAX (213) 897-1337	SCAG

DISTRICT 8	Contact	MPO/RTPA
464 W. Fourth Street Sixth Floor San Bernardino, CA 92401	Environmental Justice and FHWA Partnership Planning and FTA 5313(b) Gary Green (909) 383-5926 FAX: (909) 383-5936 Community-Based Transportation Planning Linda Grimes (909) 383-6327 FAX (909) 383-6890	SCAG
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3347 Michelson Drive Suite 100 Irvine, CA 92612-0661	Environmental Justice Everett Evans (949) 223-5436 FAX (949) 724-2256 Community-Based Transportation Planning Bob Joseph (949) 724-2255 FAX (949) 724-2592 FHWA Partnership Planning and FTA 5313(b) David Sosa (213) 897-0409 FAX (213) 897-1337	Orange County Transportation Authority SCAG